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3 MAR 1977

MEMORANDUM FOR: Director of Training

25X1A FROM : [REDACTED]
Orientation Coordinator

VIA : Chief, Intelligence Institute

SUBJECT : Course Report, Preparing for Overseas
Assignment (POA) and Special
Overseas Orientation (SOO) No. 1-77,
7-11 February 1977

1. These two programs were conducted in Room 1A13 Headquarters. The POA took place on 7 and 8 February with 46 participants (33 employees and 13 spouses). The third day--reserved for those employees going overseas [REDACTED] was cancelled for lack of candidates.
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The SOO was held on 10 and 11 February with 68 participants (53 employees and 15 spouses).

2. POA

The majority of the participants in the POA indicated that the course objectives had been satisfactorily met. The greatest complaints came from those who had not previously lived overseas and desired more specific information on "Transplanting Your Household." Such questions as how long will it take for my car and effects to arrive from here to point of destination, could not be given definite answers. Some individuals had thought they would receive information on the city to which they are assigned. In a class this size, going to virtually every area of the world, it is a difficult task to accomplish in two days. Most Post Reports are not current. Overall reaction to the program was favorable, and most participants indicated that the course covered the initial aspects in planning for an overseas assignment. In future runnings, I would allow more time for Central Processing Branch and locate a couple of speakers who have recently returned from their first overseas tour. The experience of "Transplanting a Household" for the first time would be fresher in their minds than that of the veteran traveler.

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(POA) and Special Overseas Orientation (SOO)
No. 1-77, 7-11 February 1977

A few students stated they would have liked more on cultural differences. The speaker from State Department, who addresses the topic of "Living in a New Culture," was not available for this running but is scheduled for the April POA. The film "How to Read a Foreigner" was utilized for this topic, and many participants said the message in the film was informative and made them more aware of cultural differences.

3. SOO

The majority of the participants indicated that the SOO course objectives had been met to a high degree. There was less repetition in the various segments than in previous runnings. Two individuals gave negative comments on the OTS briefing. Conversely, one person stated that some talks were dry but that OTS and OS did a good job. The negative comments on OTS said the speaker made light of a serious subject (bomb threat) and used "bad language." It was the first time this presentation had been given by this speaker in the SOO. His attitude was rather flippant and many of his remarks were in poor taste. If he should be scheduled to speak in future runnings, he will be properly briefed. The speaker for the Office of Security, [REDACTED]

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[REDACTED] was enrolled in the October SOO and had revised their segment. He replaced one of the films with the "Anatomy of Terrorism" which is a great improvement. This session was videotaped at the request of OSSB/OS. He had a display table showing locks, protective devices, and the most recently designed protective vest. Packets of unclassified literature on personal protection were distributed.

Three Office of Security personnel from the Department of State requested to audit the two sessions given by the Office of Medical Services. This request was made through OMS, [REDACTED]. The three officers in attendance from the Department were Messrs. Steven J. Brown, Thomas H. McDonnell, and Francis X. Cunningham.

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4. Comments

Changes that had been proposed for these two orientations were incorporated. Chief, [REDACTED] Unit, DDO, spoke on the Agency's Counterterrorism Working Group which had been renamed that week as the Terrorism Threat Assessment Group. This session appropriately belongs in the SOO and is now a part of the course content. The [REDACTED] briefings were

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given in the POA and afford the opportunity for people going overseas for the first time to receive these briefings. The presentation on [REDACTED] remains in the SOO and was deleted from the POA. The presentation by the Office of Personnel on Benefits and Services was deleted from the SOO and remains in the POA. With the aforementioned changes, I feel that proper subjects are in the appropriate orientation programs. No major changes will be made in the April running.

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They were a friendly group and many questions were asked during the four days. There was considerable exchange of information among students who had lived or traveled in countries where some of their colleagues were being assigned.

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Attachments:

- 1 - POA Schedule
- 2 - POA Roster
- 3 - POA Evaluations
- 4 - POA End-of-Course Data Sheet
- 5 - SOO Schedule
- 6 - SOO Roster
- 7 - SOO Evaluations
- 8 - SSO End-of-Course Data Sheet

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report, Preparing for Overseas Assignment (POA) and Special Overseas Orientation (SOO) No. 1-77, 7-11 February 1977

FROM:	25X1A	EXTENSION	NO.
		3251	
			DATE 3 March 1977
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. C/IMB 926 C of C		3/3	<i>Rog</i>
2. C/II 926 C of C	3/3	3/4	<i>AM</i>
✓ 3. C/TSS 826 C of C		7 March	<i>TR</i>
4. C/PPG 1016 C of C	3/7		<i>MRS</i>
5. DD/OT 1025 C of C	7	7	<i>12g</i>
6. A/EO/TR 1026 C of C	7 MAR 1977	7 MAR 1977	<i>fjx</i>
7. DDR 1026 C of C	7 MAR 1977	3/8	<i>J</i>
8. DTR 1026 C of C	8 MAR 1977	8 MAR 1977	<i>J</i>
9. C/II 926 C of C	8 Mar		<i>IM</i>
10. C/IMB 926 C of C		3/8	<i>Rog</i>
11. [REDACTED]		3/10	
12. 25X1A File			
13.			
14.			
15.			

Approx. 40 students took both these courses, a majority by far. Average grade level of employees for POA was 7.4, for SOO 9.7.

Course Ratings:

POA -- Range 1 to 7
Average 4.5

SOO -- Range 1 to 5
Average 4.03

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This was [REDACTED] first running of POA, a course she inherited from a variety of predecessors. It has problems, as she notes in her report, which I am sure she will be able to solve in future runnings. *MM*

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NO.	EMPL. NO. 38-43	44-46	NAME	SEX 47	YOB 48-49	D-N-R 50	ECO 51-54	OFF 55-58	GRADE 59-60	SD 61-63	REMARKS	TR
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DO

OFFICE OF TRAINING
INTELLIGENCE INSTITUTE

PREPARING FOR OVERSEAS ASSIGNMENT

NO. 1-77

7-8 February 1977

13
ROOM 1A-~~17~~
HEADQUARTERS

COURSE CHAIRMAN:

25X1A

Room 81692
Chamber of Commerce
Extension 3690
2450

TRAINING ASSISTANT:

25X1A

Room 921
Chamber of Commerce
Extension 2452

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COURSE OBJECTIVES

Overseas Service for CIA

Participants are expected to:

1. learn about the administrative, medical, and legal factors that affect CIA employees serving abroad; and
2. increase their ability to cope with cultural differences that may be encountered in host countries.

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Preparing for Overseas Assignment No. 1-77

Monday, 7 February

0900 - 0915	Registration and Administration	Orientation Coordinator [redacted]	25X1A
25X1A 0915 - 1000	<u>Life Overseas</u>	Office of Training	

[redacted] will reflect on how life overseas has changed through the years. He will draw from his own experiences in suggesting some of the advantages and limitations you may encounter in your new assignments.

1015 - 1045 Reading: Transplanting Your Household

This afternoon's discussion on moving to an overseas assignment will be based on this article. Please prepare questions and give them to the Orientation Coordinator for this question-and-answer exchange.

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1100 - 1200 Legal Responsibilities

[redacted]
Office of General Counsel

An Agency lawyer will review the legal documents, including the will, power of attorney, insurance policies, etc., that you should have in hand prior to your departure. He will also alert you to the responsibilities, such as federal and state tax returns, that you will have during your tour.

1200 - 1300 Lunch

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1300 - 1400 Good Health - Your First Priority

Office of Medical Services

An experienced overseas officer will suggest how you can best insure good mental and physical health, and attempt to set some old myths straight.

1415 - 1515 Film: "How to Read a Foreigner"
(James Bostain) - first half of film

James Bostain, a scientific linguist, Foreign Service Institute, Department of State, will discuss the peculiarities of the American culture vis-a-vis contrasting verbal and non-verbal communication, and social ethics and values.

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1530 - 1630 Transplanting Your Household

Two experienced travelers will offer useful advice on moving to a foreign country. You are encouraged to ask questions.

Tuesday, 8 February

0845 - 0915 Readings: "A Guide to Self-Taught Skills in Cross-Cultural Communication," "Culture Shock and the Problem of Adjustment to New Cultural Environments," and "Characteristics of American Culture."

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0915 - 1015 Overseas Benefits and Services

Benefits and Services Staff

The benefits and services, including Federal Employees Life Insurance and Federal Compensation, that you can expect to have while living abroad will be reviewed.

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1015 - 1100 Central Processing

[REDACTED]
Central Processing
Branch

The speaker will review the organization and functions of the various components of the Central Processing Branch and discuss how each assists you in your overseas processing.

[REDACTED] welcomes your personal questions.

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1115 - 1215

[REDACTED]

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[REDACTED]
Technical Security
Division, Office of
Security

You will have an opportunity to learn of and see the latest in [REDACTED]

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1215 - 1315 Lunch

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1315 - 1430 Drug Abuse

[REDACTED]
Chief, Operations
Division, Office of
Medical Services

25X1A

[REDACTED], with his overseas experience and involvement with the Agency's Drug Abuse Program, will discuss the various drugs and the problems encountered throughout the world.

1445 - 1530 Film: "How to Read a Foreigner"
(second half)

1530 - 1600 Course Evaluation

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Special Overseas Orientation Schedule

IA13 Headquarters

General

The purpose of this two day training program is to sensitize participants and their dependent spouses to the need for following good personal and physical security practices overseas. While it is realized that some people by habit, instinct, or experience are more aware of potential security threats than others, we can all improve our security status if we are aware of the risks involved and make a conscious effort to minimize them.

This Orientation is only a broad overview and an introduction to the subject, and offers no specific skills for coping with the terrorist threat and related criminal problems abroad.

Orientation Objectives

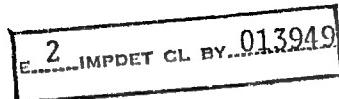
On completion of this Orientation, participants will be able to:

1. Assess their personal and family situation in terms of the nature and variety of security threats abroad.
2. Recognize the need for effective security practices while living, working, traveling, and socializing abroad;
3. Relate the suggestions and experiences of Agency officers and other U.S. personnel who have served overseas to their own need to plan for and cope with a possible hostage situation or other crises.

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[REDACTED]
Orientation Coordinator
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SCHEDULE

10 February 1977 (Thursday)

0900 - 0920	Registration & Administration	Orientation Coordinator
0920 - 0945	Introductory Comments	Deputy Director for Operations Training
0945 - 1015	<u>Nature of the Terrorist Threat, An Overview</u> Scope of threat, international aspects principal groups, current trends.	International Terrorism Control (ITC)
1025 - 1115	<u>Hostage Survival</u> Film, "Kidnap, Executive Style" and comments. Potential victims and importance of preplanning and adaptive behavior. Suggestions on how a hostage victim should conduct himself.	Office of Medical Services (OMS)
1125 - 1215	<u>Dealing with Terrorists and Terrorism</u> Terrorist personality types and factors in dealing with terrorists in hostage situations.	OMS
1215 - 1315	Lunch	
1315 - 1355	<u>Bomb Threat</u> Parcel and package bombs and other explosive devices.	Office of Technical Services (OTS)
1400 - 1630	<u>Physical, Residential, and Personal Security</u> Common sense suggestions for protecting residences, apartments, vehicles, and installations against terrorist as well as criminal threats, managing the family overseas, handling servants, travel safe- guards, and suggested precautionary measures during the conduct of social and recreational activities abroad.	Office of Security (OS)

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Special Overseas Orientation Evaluation

General

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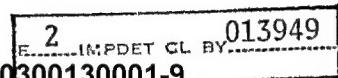
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